

ANNUAL OPERATIONS REPORT WORKSHEET

THIS REPORT COVERS THE PERIOD OF JAN. 1 - DEC. 31, 2007

COUNTY: _____

PREPARED BY: _____

COURT(S): _____

DATE PREPARED: _____

JUDGE(S): _____

TELEPHONE NO.: _____

COURT(S) I.D. NO.: _____

(Judge's signature)

(Chief Probation Officer's signature)

PART I.

1. Is your probation department the only probation department in your county?

YES _____

NO _____

2. If the answer to question (1) is no, what other court(s) have probation departments? _____

PART II.

1. Please list the total operation expenses of your probation department, **except** salaries.

\$ _____

PART III.

1. What office(s) in your county collects monetary restitution?

Probation Dept. _____ Clerk's Office _____ Other (please specify) _____

2. Regardless of where restitution was collected, what is the total amount that was collected for your department during the 2007 calendar year? \$ _____

PART IV.

What is the total number of felons, misdemeanants and juveniles under probation supervision with your department? Each department should conduct an actual count of persons (**not** cases) on probation supervision on December 31, 2007. (**This total should match the supervisions pending at the end of the fourth quarter for the felony, misdemeanor and juvenile reports.**)

1. On December 31, 2007 how many felons, misdemeanants and juveniles were under probation supervision in your probation department?

Felons _____

Misdemeanants _____

Juveniles _____

PART V.

Please list the following: (1) position or title of the chief probation officer and position or titles of all other probation officers, clerical personnel, and other persons employed by the probation department; (2) the amount spent on each position during the preceding calendar year, regardless of whether funds come from appropriations or user fees; and (3) whether the position is full or part time.

NOTE: Please list the position or title in appropriate category, not name of employees

(1) Title/Position	(2) Salary	(3) Full/Part Time (Y/N)
Chief Probation Officer:		
_____	_____	_____
Other Probation Officers:		
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Clerical Personnel:		
_____	_____	_____
_____	_____	_____
_____	_____	_____
Other Personnel		
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total:	\$ _____	

The probation expenditures reflected on this report should be consistent with the probation expenditures reflected on the court's Report on Court Expenditures and Budget. **Before submitting your report, please verify the figures reported on this form with the figures reported on the court's Report on Court Expenditures and Budget.**

Copies of this worksheet are also available on-line at:

www.in.gov/judiciary/admin/courtmgmt

To obtain your password, please contact the JTAC Helpdesk at 1-888-275-5822